

**EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
THURSDAY, OCTOBER 12, 2023 (6PM) via Zoom
<https://ucsb.zoom.us/j/95672538616>
Meeting ID: 956 7253 8616; Passcode: 71139**

Meeting Minutes (Subject to Board Approval)

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

If you wish to physically attend the meeting, you may come to the Management Office at 3944 State St. #200. Please call the day before the meeting to let us know that you're coming. Thank you.

Meeting was called to order at: 6:02pm

Board Members present:

Colin Smith - President
Christine Hall - Vice President
Tamara Simmons - Secretary
Joe Mora - Member-at-Large

Managers & Employees present:

James Nguyen of Bartlein.
Julia Grigorian, Scribe

Homeowners present:

Mark Umemoto, Bobby Umemoto #324
Robert #346
Teresa Stiff #349
Craig Nicholson #247
Bruce Trowbridge #364

Absences: Owen Roth - Treasurer

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Board to consider the request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

Robert #346: Owner informed the association of a recent inspection that occurred in his unit. Inspectors examined the attic and unit and found no structural damage. The association requested written confirmation, and the owner agreed to provide it. Robert also notified the association about the order of a heating unit. Additionally, he mentioned plans to call the city for approval once the carpentry is completed, expecting everything to be finished by November. Tamara emphasized the importance of receiving the documentation in writing. The association will conduct an inspection to ensure construction meets appropriate standards. During the open forum, Robert inquired about the EV stations, to be addressed in session 5h.

Craig Nicholson #247: Owner recommended the association begin inspecting units due to observed non-compliance, such as couches on patios and unapproved air conditioner units. Owner also raised concerns about the new janitorial service vendor, Big Green, stating they were not restocking dispensers with each service call. James and Tamara confirmed that this issue had been discussed with Big Green and resolved. Craig stressed the importance of dispenser restocking as a means of verifying their work.

Christine Hall - Owner requested to discuss the numbers for the front fence, urging it to be elevated to a high-priority matter for the next regular session. Colin noted that this would be addressed in 5g.



3. APPROVAL OF PRIOR MEETING MINUTES (9/14/23)

a. Regular Session.

Colin moved a motion to approve the regular meeting minutes as is. Joe seconded the motion. Tamara and Chris abstained, resulting in a failed motion. Colin then moved a motion to table the approval of the minutes until the next session. Joe seconded. This was approved unanimously. This discussion was tabled due to insufficient votes to reach a quorum.

b. Executive Session Summary.

Colin moved a motion to table the approval of the minutes until the next session. Joe seconded. This was approved unanimously. This discussion was tabled due to insufficient votes to reach a quorum.

4. TREASURER, OFFICERS & COMMITTEE REPORTS

a. Reading of the Treasurer's Report.

Operating Expenses are about **23% +**below budget thru end of last month on a cash basis.

Suggested Motion: Move to approve the Treasurer's report and confirm the Board has reviewed all financial information each month as required by Civil Code Section 5500 including, but not limited to, the Association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Association's bank accounts, and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures as described in the Association's budget or otherwise approved by the Board.

James presented the financial report for September, highlighting that operating expenses are approximately 23% below budget on a cash basis. The association, thus far, has spent only 52% of its annual budget for the year. A motion to approve the Treasurer's report, was made by Colin, seconded by Joe, and unanimously approved.

b. Landscape recommendations & proposals.

Joe reported that rail fences have been repaired and installed. Action Tree will perform necessary tree work, with a proposed expenditure of \$9,000. Chris moved a motion to approve the tree management proposal dated 7/5/2023 for \$9,000 to Action Tree. Tamara seconded. Joe abstained. It was unanimously approved.

The demolition and repair for the front fence west of the gate is set to begin on November 16th.

James and Joe both met with the sanitary district regarding sewer issues, and ongoing maintenance was recommended. Drain Masters will perform the work for \$5,900 - previously approved. Colin stated he would send over the signed documents. .

c. Committees

Gov Docs: Chris informed the board that this committee has no scheduled meetings.

Gym: Colin inventoried some more weights. Colin noted the donated inversion table has been removed, as discussed in the September meeting.

Solar: Discussion on this committee held in agenda item 5h.

Website: Colin was able to get the website ownership transferred to himself. The website is now up and functioning. Tamara brought up the issue of homeowners waiting too long to receive approval for simple requests. James suggested there could be an architectural committee that could quickly approve these simple requests (such as screen doors and windows). Discussions ensued about the benefits of this - mainly that this would prevent people from waiting an entire month for requests and this would also save time in board meetings. Colin suggested this may fall under the governing doc committee. Colin also suggested the board reach out to Kurt Muenzer as he potentially may have interest in being a part of this



committee. James clarified that anyone could be on the committee so long as the board approves it. Tamara moved a motion to revitalize the architectural committee. Colin seconded. This was unanimously approved. Tamara noted that this committee will either be Tamara and Kurt or Tamara and Joe, depending on Kurt's availability.

d. Caretaker or pool report.

The board noted that the caretaker will be gone next week (10/16-10/20).

e. Vendor evaluations

Motions of Merit: None

Motions of Demerit: Tamara made a motion of demerit for delays regarding the front fence. Colin seconded. This was unanimously approved.

f. Officer's Reports

None

5. **OLD BUSINESS (Board to consider, review and possibly vote on...)**

a. Leak from #364 into #2646 and #131 - Claim filed

The unit owner from #364 says the unit is dry. Two inspectors have approved the unit. During this inspection, the tile floor was removed but none of it was damaged. The unit owner confirmed that all damage is below unit #364. James had no further report on this agenda item. James said the board is waiting on a disbursement check from insurance before it can be removed from the agenda items.

b. Repairs: roof; dryrot; painting; gutter cleaning; approval and/or ratification of proposals & invoices (if any); Action tree proposal was approved. Cal Burrey Roofing has submitted an invoice for half. Remaining invoice is forthcoming.

c. Updating the gov docs; 2nd draft of bylaws & CC&Rs

The association needs to schedule a time for the annual budget meeting. Colin asked if the association should also work on the governing documents in the same meeting. Chris made a motion to get clarification from the original attorney and to seek counsel from a second. She relayed that the lawyer discussed notes 1, 2, and 4, but there was no discussion on note 3. Joe suggested this meant that note 3 was left up to the association's discretion. Discussion ensued about the appropriateness of spending money on more legal fees. Tamara moved a motion to seek additional legal counsel to see if the association is responsible for utility doors/utility lines. Chris seconded. Motion fails with two ayes and two nays. Tamara motioned to table the discussion for tonight. Colin seconded with the added notion that it gets moved to the budget meeting. This was unanimously approved. Will discuss in 6c.

d. Repairs & bids: DG Paths; V-Ditch; Sidewalk; (if any)

The sidewalk by 7632 by the trash cans is in need of repairs as it is raised. The board received a bid from Enviroscape for this repair for \$4,660. This would entail the following: removing the existing sidewalk by approximately 100 feet, placing a 3 pound rebar at 18" grid, root barrier, and repairing both the sidewalk and staircase. Colin moved a motion to approve the sidewalk repair. Tamara seconded. Joe abstained. It was unanimously approved.

Between 7624 and 7626, there is a patch of broken sidewalk on the way to the bridge. This same spot also had a leak recently. Tamara asked Joe to check on this for safety-related issues.

Tamara addressed that Jim said the board should start considering doing an all-sidewalk replacement instead of patch jobs. Joe said the preventative maintenance the association is currently doing right now will help the complex down the road.



e. Consolidated Overhead upgrades to gates, gym & pool access control

Jim made a google form to collect owners gate card information. Colin modeled what filling out the form looks like. Colin suggested that the association start collecting this information to keep track of what devices are being used and what are not. Colin moved a motion to start collecting homeowner key card and gate clicker information. Tamara seconded. Chris inquired as to how the association obtains that information. Colin explained that the association will send out the google form and Jim will take care of the data collection. Chris brought up that she believes gathering this information is fruitless if the association will replace all of this in the near future. Chris nayed and all others said aye. Motion passes.

f. Pool facilities & sauna; other related issues; monitoring; trespassers; handicap seating

Colin has yet to schedule a meeting for a pool building gate. Beachside declined and suggested that the association reach out to a real iron shop.

Tamara noted that people are staying late in the gym. Colin suggested changing key card access to only during gym hours. Chris made a motion to cut the electricity when the gym is supposed to be closed. Tamara seconded the motion. Tamara and Chris suggested waiting to make a motion until a quote is gathered. James brought up the issue of someone hurting themselves if they are midworkout and this light goes out. Chris altered the motion to only have the lights go out on a timer. Tamara withdrew her motion and the other motion was not seconded.

Tom Doty sent over the handicap bench suggestion. Installing a wall mounted bench is more expensive than the association anticipated because the wall to which it would mount is not strong enough to support it. Colin suggested getting a floor bench but purchasing steel wires to secure it so as to not have it stolen like the previous one. This discussion was tabled until the association can do more research.

Colin asked Joe to look for hose reel boxes.

g. Signs: Address, pathways, directional, speed limit, no trespassing, pool area

Tamara noted that the numbers for the front fence are dry rotted. Tamara inquired about getting new ones.

Colin and Tamara (the pool signage executive committee), discussed getting custom metal signs from Goodland signs. Colin shared artwork and is currently waiting for a design from them.

The front fence is still in need of its 7602 - 7640 numberings. Chris said there are extra numbers in the records room. James agreed to take the dry-rotted signs to Goodland Signs and get them recreated.

Speed limit signs (mounted on the entryway post): Colin shared his interest in getting new signs from Tom Doty even though they are expensive as they match the aesthetic better. Discussion ensued about what is worth the cost. Chris made a motion to have one metal sign "all roads 5 miles per hour" created for \$200. Joe seconded the motion. This was unanimously approved.

Colin is working on the front fence map sign - the original one is not done correctly. Colin is working on a scanner that will do this appropriately. Joe reminded the association that Coastal Copy could potentially do this for the association.

h. EV charging station

Tamara met with SCE and the charging station is under review. This will likely be in the back parking lot where there are more open spaces. All three chargers will be next to each other by the 7606 building. The cost for all of it, including the trenching is \$36,000. Second quote is \$24,000. Jim thinks he can get it for \$10,000 with the help of Enviroscape trenching. Colin brought up the tax incentives that may benefit the association in the long run. Chris inquired as to how the association will know who should be billed.

Tamara explained the software that will take the payment and disburse the funds appropriately. Charge point and blank are the two software companies that Tamara has looked into.



- i. Inspection of elevated walkways & balconies – by Focused Group 8/7/23 – 8/15/23
Vent caps were inspected. Some of the mesh had up to 3/8 of an inch holes. Joe said that they have been approved, but Tamara did not recall anyone coming to her unit to repair them. Owner Craig, in the chat, indicated they did come back around and fix his mesh screens.
- j. Handicap space & motorcycle space by 7628
Discussion tabled.
- k. Utility closets at 7628 #117
The utility closet at this unit is still unfinished, causing concern as the rainy season is coming soon. Discussion ensued about the recent legal opinion (from March 2023) that indicates this is the association's responsibility to replace. Chris made a motion to ask Don to fix the utility closet through HOA's reserves and decide the owner's responsibility at a later date. Colin seconded. This was unanimously approved.
- l. Cox Internet in Meeting Room
Colin ran a longer coaxial cable as well as added an ethernet cable for direct connection. For now, this seems to be working better. The board agreed this could come off the agenda for next month's meeting.
- m. Gas lines review
There was a major gas leak at building 7640 requiring emergency intervention by the board. Tamara asked that there is a scheduled appointment to the next building to inspect everything. James mentioned that 7638 is scheduled to be next. Tamara asked James to confirm this information.
- n. Janitorial Service - BigGreen starting 10/1/2023
Colin discussed various paper towel dispensers and soap dispensers. Chris moved a motion to ask Big Green what they would recommend for paper towel dispensers and soap dispensers. A quote would accompany this. Colin seconded this motion. This was unanimously approved.

Colin moved a motion to install toilet seat cover dispensers in all bathrooms. Tamara seconded. This was unanimously approved.
- o. Parking lot lights
LOHAS lights are no longer sold in CA. Lamp posts are varying voltages per Don. The complex is in need of 30 total bulbs, only 9 were replaced with LOHAS, 11 burned out or beginning to fail. The association discussed options for purchasing new bulbs.

6. NEW BUSINESS (Board to consider, review and possibly vote on...)

- a. #324 - upgrade in unit
Unit owners are planning on doing some repairs on the unit. Owners wanted to make sure they were on the up and up for the process and seeking approval. The repairs and upgrades included plumbing, electricity, and flooring. Tamara wanted to ensure the flooring/vinyl tile they plan to install is soundproof considering it is above other units. The association pointed out the necessary information for sound proofing can be found in the monthly newsletter. Colin didn't see any issues in the list of upgrades. Tamara moved a motion to approve all upgrades so long as the floor is sound proofed. Joe seconded. It was unanimously approved.
- b. #334 - balcony deck, water heater door, front handrail, ext siding
Joe clarifies that the water heater door is the unit owner's responsibility. The front deck landing is the



association's responsibility, as is the roof and exterior siding. Colin suggested having the back balcony inspected for dry rot through the Beachside.

c. Draft of proposed budget

The board discussed scheduling the annual budget meeting for October 26th at 6pm. Colin moved a motion to schedule the budget meeting for October 26th at 6pm. Joe seconded. This was unanimously approved.

d. Pedestrian pathway improvements

Colin noted that money used in 2024 needs to be allocated to this area of improving the complex. Colin noted that Jim suggested bringing the sidewalk out further around mail kiosk 1 as it is a blind corner for drivers. Joe brought up that this is a fire lane, requiring further approval from the fire department.

Between 7630 and 7632, there is an apron, but no meaningful crosswalk access. Joe suggested flagstone pavers instead of ripping out everything as a compromise.

Discussed ensued about creating painted crosswalks for areas where pedestrians must cross roadways. Specifically, the board discussed creating a crosswalk by 7632 as there are safety concerns. Tamara also raised the concern of this area not being well lit.

Tying into the carport project scheduled to take place in 2025, the association discussed a pedestrian boardwalk between 7628 and 7640. All unit owners who park in this area are only able to walk on asphalt to get from their units to their cars. The association discussed finding a way to potentially rebuild these carports in such a way that allows for some form of a sidewalk.

e. Annual Meeting

The board discussed scheduling the annual meeting for January 11th in addition to the regular board meeting that month. Potential working spaces and assembly rooms were discussed as meeting location options. Chris agreed to look into some locations with a primary focus on good wifi.

f. Fire safety

Colin inquired about whether extinguishers are accessible and recharged. It was noted that the board wants to make sure all plants are removed so the visibility of these extinguishers is clear. Joe noted that he recently walked around with the fire department to remove any plants that were in the way of seeing the extinguishers. Enviroscope removed any plants that were cause for concern.

Joe recently installed irrigation lines for fire preparedness. Colin wanted to make sure they are cataloged and tested. Joe said they are tested once a year. Joe does want to paint the lens red so it is easier for others to see and understand how to use these valves.

Colin addressed the need for the board members to have a method of communication for when the power is out. Colin agreed to get a quote for 10 radios to purchase in case of these emergency situations.

g. AirTable

discussion tabled.

h. HOA debit or credit card

discussion tabled.

i. 2nd bike rack by 7628

Joe cleaned the bike rack out. Chris moved a motion to get a quote for a second bike rack by 7628. Colin seconded. This was unanimously approved.



j. Events Committee

Colin moved a motion to add this item to the agenda. Tamara seconded. This was unanimously approved. Tamara moved a motion to create an Events committee to bring the Eucalyptus Grove community together. Chris asked if this would require HOA approval and clarified it should.

k. #307 - screen door

Colin moved a motion to add #307's screen door to new business. Tamara seconded. This was unanimously approved. Colin moved a motion to approve #307's screen door. Chris seconded. This was unanimously approved.

l. Other items to be put on next month's agenda

7. EXECUTIVE SESSION

Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member. Hiring; levying fine; noise issue.

- a. Late payers through end of last month (balances of \$500 or more): Landscaping contract
- b. Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. ADJOURNMENT (Next scheduled meeting 11/9/23 @ 6PM via Zoom)

- a. Meeting adjourned at 8:38pm

For questions contact:
Bartlein & Company, Inc., (805) 569-1121 Fax (805) 682-4341
Email: jamesn@bartlein.com
3944 State Street, Suite 200, Santa Barbara, CA 93105

